

## ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

Employee Name: \_\_\_\_\_

I acknowledge that I have received a copy of the Exempt/Non-Exempt/Pastoral Employee Handbook ("Handbook") of the Central California Conference of Seventh-day Adventists ("Conference"). I understand that I am responsible for reading the Handbook and for knowing and complying with the policies as summarized in the Handbook during my employment with Conference.

I further understand, however, that the policies contained in the Handbook are guidelines only and are not intended to create any contractual rights or obligations, express or implied, and shall not be construed to create any type of right to a particular procedure prior to termination or other disciplinary action. I also understand that the Conference has the right to amend, interpret, modify, or withdraw any of the provisions of the Handbook at any time in its sole discretion, with or without notice. Furthermore, I understand that, because the Conference cannot anticipate every issue that may arise during my employment, if I have any questions regarding any of the Conference's policies or procedures, I should consult the Conference Human Resources Director.

I understand and agree that my relationship with the Conference is "at-will," which means that my employment is for no definite period and may be terminated by me or by the Conference at any time and for any reason, with or without cause or advance notice. I also understand that the Conference may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand and agree that the terms of this Acknowledgment may not be modified or superseded except by a written agreement signed by me and two Conference Officers, that no other employee or representative of the Conference has the authority to enter into any such agreement, and that any agreement to employ me for any specified period of time or that is otherwise inconsistent with the terms of this Acknowledgment will be unenforceable unless in writing and signed by me and two Conference Officers. I further understand and agree that if the terms of this Acknowledgment are inconsistent with any policy or practice of the Conference now or in the future, the terms of this Acknowledgment shall control.

Finally, I understand and agree that this Acknowledgment contains a full and complete statement of the agreements and understandings that it recites, that no one has made any promises or commitments to me contrary to the foregoing, and that this Acknowledgment supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in this Acknowledgment.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_